

**BY ORDER OF THE COMMANDER AMCI 24-101V11, CL-4  
AIR MOBILITY COMMAND**

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***Transportation***

**C-17 Engine Running Onload/Offload  
CHECKLIST**

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This checklist complements AMCI 24-101V11, *Transportation*, Cargo and Mail and is formatted so that it may be trimmed down to fit aircrew style checklist binders.

## **C-17 ERO PROCEDURES CHECKLIST**

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## **1. GENERAL INFORMATION**

1.1. The ERO procedures listed below expedite the flow of aircraft through airfields during all airland operations where the reduction of ground time warrants a departure from normal operating procedures. EROs will only be used for validated operational requirements after prior coordination through appropriate channels (i.e., AMCC, TACC, AME, etc.). ERO operations may be accomplished under the following conditions considered prior to commencing with ERO operations:

1.1.1. The six-step operational risk management process must be considered prior to commencing with ERO operations:

1.1.1.2. Assess the risks.

1.1.1.3. Analyze risk control measures.

1.1.1.4. Make control decisions.

1.1.1.5. Implement risk controls.

1.1.1.6. Supervise and review.

1.1.2. The on/offload airfield may be transited on an operational stop basis and no safety of flight conditions exist. Coordinate between the aircraft commander, any existing local command and control function (i.e. Command Post, AMCC, TALCE, MST, OR CCT, if applicable), and the effected functional areas. approving ERO operations. Evaluate such risks as day/night operations, weather, experience levels, type of cargo, passengers, and location of operations.

1.1.3. Braking action on the ramp is such that there is no danger of the aircraft sliding with brakes set. Chocks will not be used.

1.1.4. Normally, the ramp and cargo doors are used for on/offloading. Exception: Circumstances may dictate use of the crew entrance door for on/offloading. This will be coordinated through the aircraft commander, Command and Control Function, and effected functional areas.

1.1.5. During adverse weather, ensure vehicle operator's vision is not obscured by the elements. Self-propelled vehicles may require winch assistance if positive traction of vehicle wheels cannot be maintained throughout the on/offload operation. Arctic/nonskid shoring may be used in lieu of a winch.

1.1.6. Do not use ERO procedures when explosive cargo is involved (with the exception of small arms ammunition—class/division 1.4) unless authorized by the JA/ATT Exercise Operations Order, or Contingency Air Tasking Orders.

1.1.7. At night, wing leading edge lights may be on to enable ground crews to monitor engine danger areas.

1.1.8. Ensure passengers are briefed on all safety requirements. Passengers should have or will be offered hearing protection prior to loading/offloading operations.

**2. Warnings, Cautions, and Notes.** The following definitions apply WARNINGS, CAUTIONS, and NOTES found in the checklist.

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| <b>WARNING</b> |
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2.1. Operating procedures, techniques, etc., which could result in personal injury or loss of life if not carefully followed.

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| <b>CAUTION</b> |
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2.2. Operating procedures, techniques, etc., which could result in damage to equipment if not carefully followed.

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| <b>NOTE</b> |
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2.3. An operating procedure, technique, etc., which is considered essential to emphasize.

### **3. Ground support team.**

3.1. A ground support team consists of aerial port, maintenance, and user personnel (as applicable) formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

#### **3.2. Team structure and equipment:**

3.2.1. A maintenance team consists of one aircraft maintenance parking director and two assistants.

| <b>NOTE:</b>  |
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| Airfield or TALCE commander may direct use of ERO parking director assistants. Decision to require assistants will be based on airfield conditions (i.e. limited clearance or personnel/equipment traffic congestion). Non-maintenance personnel can perform as assistants if wing tip clearance is not critical. |

3.2.2. A load team consists of one 2T2 as team chief and additional personnel as determined by the type of aircraft and load. Deploying unit personnel will augment as requested by the loading team chief.

3.2.3. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles (goggles are optional for C-17 operations). During hours of darkness or reduced visibility, reflective vests/belts will be worn.

3.2.4. Vehicles with front mounted pintle hook (prime mover).

3.2.5. MHE (as required).

3.2.6. Reflective vests/belts and wands (as required).

**3.3. Briefing requirements:**

3.3.1. All personnel involved in the ERO at the aircraft will receive a briefing on procedures and safety prior to beginning ERO operations. The loading team supervisor conducts the briefing. The load team supervisor will brief the loadmaster at the aircraft.

3.3.2. The loading team supervisor highlights key topics such as hand signals route to and from the aircraft, load team position, cargo type, special on/offloading instructions, and use of any MHE. The load team supervisor will check to ensure all personnel and passengers have the required safety items as required (i.e. Hearing protection devices, steel-toed boots, etc).

**3.4. Team duties--onload:**

3.4.1. Maintenance:

3.4.1.1. As aircraft taxi into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

3.4.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 feet outboard of each wing tip to ensure the area remains clear.

3.4.2. Load team:

3.4.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations. Briefing topics include hand signals, route to aircraft, position of load team, type of

cargo, specific on/offloading instructions, and use of MHE. Personal safety items checked will include goggles, reflective vests/belts, gloves, hearing protection, and steel-toed boots. Vehicle and troop directors utilize distinctive clothing/equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 25 feet of aircraft and until vehicle is secured aboard aircraft with one chain forward and one aft.

3.4.2.2. Loading team chiefs maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust and a minimum of 25 feet aft of the aircraft when it has stopped. The preplanned area should be on the outside of the aircraft's turning radius and clear of engine exhaust.

3.4.2.3. The loading team will not approach the aircraft until all engines are in low-speed ground idle or reverse thrust. In all cases the load team will not proceed to the aircraft until signaled by an aircrew member. When the aircraft has stopped and engines are in low-speed ground idle or reverse thrust, the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 25 feet aft of aircraft, until reaching aircraft centerline where they will turn and approach the aircraft.

| <b>WARNING:</b>   |
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| Load team personnel will remain clear of aircraft cargo ramp until positioned for onload. |

3.4.2.4. The loading team positions support MHE as required.



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| <b>WARNING:</b>  |
| When unloading and offloading, or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement. |

3.4.2.5. Under the direction of the team chief, vehicle operators position load a minimum of 25 feet aft and slightly to the right or left of aircraft fuselage, leaving a clear path behind the aircraft. Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

3.4.2.6. The aircrew loadmaster retains overall responsibility for loading aircraft. Load team chief will coordinate with aircrew loadmaster to present manifest, discuss load sequence, ground vehicle direction, tie-down pattern, and obtain completed, outbound DD Form 365-4F, weight and balance clearance form F--Transport.

3.4.2.7. Load team personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

3.4.2.8. The ground vehicle director takes a position clearly visible to the vehicle driver.

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| <b>NOTE:</b>   |
| If trailers are pushed aboard, the vehicle director takes a position next to the driver's side cab of the prime mover. |

3.4.2.9. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

3.4.2.10. When cargo onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 25 feet from aircraft until reaching aircraft centerline from where they will be directed by the team chief to the aircraft. Ramp loading will be completed after all troops are on board.

3.4.2.11. When aircraft is secured, the team chief stops 25 feet aft on aircraft centerline and signals with thumb up to inform the aircrew loadmaster the load team and equipment are all clear of aircraft.

### **3.5. Team duties--offload:**

3.5.1. Maintenance. Same as onload.

| <b>WARNING:</b>  |
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| Load team personnel will remain clear of aircraft cargo ramp until positioned for offload. |

3.5.2. Load team. Same as onload with the additional requirements outlined below.

3.5.3. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster. Instruct troops to proceed a minimum of 25 feet aft of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 200 feet before stopping.

3.5.4. Team chief will coordinate offload procedure and condition with the aircrew loadmaster and receive manifest and outbound DD Form 365-4F.

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| <b>NOTE:</b> |
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| C-17 loadmasters are not required to present a completed DD Form 365-4F when aircraft is departing empty. |
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3.5.5. Additional team members position themselves to the side of the aircraft ramp until all troops have deplaned. Team chief directs team aboard to remove any remaining tiedown restraints, beginning with the first vehicle to be offloaded and working forward.

3.5.6. The ground vehicle director takes a position 25 feet to the rear of the aircraft and directs vehicles 25 feet aft before turning to left or right to receiving area.

3.5.7. Offloading team departs aircraft after ensuring all tiedown equipment is positioned on aircraft centerline.

3.5.8. When aircraft is secured, the team chief stops 50 feet aft of aircraft centerline and gives thumb up to inform aircrew loadmaster the team and equipment is all clear of aircraft.

**4. Personnel Loading/Offloading:**

4.1. Exiting through the aft cargo door and ramp is the preferred method when passengers are involved on the C-17. Deplane passengers before offloading cargo and load passengers after unloading cargo, unless cargo size and location dictate otherwise.

4.2. Crew entrance door loading:

4.2.1. Onload and offload using the crew entrance door will be in accordance with appropriate AMCI and AFI 11-series publications.

4.2.2. Personnel being unloaded and offloaded will be briefed on the hazards involved with ERO procedures. Items that should be briefed but are not limited to are: securing loose articles, hearing protection, and any local requirements, etc.

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| <b>NOTE:</b> |
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| Deplaning personnel must be briefed to remain forward of the extended interphone cord. |
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| <b>WARNING:</b> |
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| When loading or unloading personnel, baggage, or equipment through the crew entry door, with engines operating, stay clear of engine inlets. Secure all loose personal items before passing in front of operating engines. Personnel will not proceed aft of the crew entrance door while engines are operating. |
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4.3. Passenger buses will park in front of the aircraft on the left side with the nose of the bus pointing away from the aircraft, and no closer than 50 feet forward of the left wing.